



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09-04-080	OPENING DATE: 09-23-04	CLOSING DATE: 10-15-04	OPEN TO ALL CANDIDATES
POSITIONS (2): Paralegal Facilitator JS-945-10	TYPE OF APPOINTMENT: Career Service	Salary: \$46,048 - \$59,862 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-11

**BRIEF DESCRIPTION OF DUTIES:** Incumbent will provide administrative support to the Family Law Attorney and assist the public by providing legal assistance and information to unrepresented individuals with questions or matters in any branch of the Family Court. These areas include divorce, separation, annulment, custody, visitation/timesharing, child support, alimony, and marital property. In addition, incumbent will provide referral information on child abuse, guardianship, adoption, mental health and other Family Court actions. Assists litigants with preparation and filing of *pro se* pleadings and other materials used in the Family Court. Reviews individual disclaimer forms to determine litigant's eligibility for services from the Family Law Attorney Facilitator, including financial eligibility for free or reduced fee legal services. Maintains database related to the services provided by the Self Help Center. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** A bachelor's degree or a paralegal certificate, plus two years of relevant work experience.

Equivalent experience in a legal environment may substitute for a bachelor's degree. **Proof of degree and paralegal certificate must be submitted with application.** Please submit a copy of your most recent performance evaluation with your application, if available.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

- 1. Knowledge of the laws and Court rules governing Family law, including adoption, domestic relations, child custody and child support.**
- 2. Ability to communicate effectively, orally and in writing, with a wide variety of persons including court staff, attorneys, and the general public.**
- 3. Ability to use a personal computer and Windows based computer program systems to generate statistical and other reports.**

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview and writing sample may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:

DC Courts, Human Resources Division, 515 5<sup>th</sup> St., NW, Room 213, Washington, DC 20001

For further information call (202) 879-0496, FAX (202) 879-4212 or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.